



## CONTRACT NO. 9796-1/24 ROADMAP

**Contract No.:** 9796-1/24

**Title:** Office Machine Repair and Maintenance Services – Prequalification Pool

**Contract Period:** February 10, 2014 – February 28, 2019

**Contract Value:** \$240,000 maximum spending authority for the contract term

**Contracting Officer:** Lluís Gorgoy, CPPB, Procurement Contracting Officer 1  
Phone: (305) 375-1075 - Fax: (305) 375-5688  
E-Mail: [gorgoyl@miamidade.gov](mailto:gorgoyl@miamidade.gov)

### Authorized Departments and Associated Allocation:

Departmental allocations are to be approved at the establishment of the contract. If your department is not listed and you require allocation please contact the contracting officer and request a contract modification to access this contract with allocation.

The Procurement Contracting Officer shall allocate all requested funds to the contract as requested.

### PART #1: AWARDED ITEMS

#### OVERVIEW

The County Contract No. 9796-1/24 for Office Machine Repair and Maintenance Services – Prequalification Pool was awarded to establish a prequalified pool of vendors for spot market pricing competition for departments seeking to purchase maintenance agreement for their multifunctional device and other minor office on this contract. Please note that machine that fall under the County's Main Copier Contract 9301-0/20 must have maintenance agreements established on that contract. Departments are required to solicit price quotations from all prequalified vendors via a Request For Quote (RFQ).

#### GROUPS

There are two (2) authorized groups that are permitted under this contract. Group 1 is for maintenance services on multifunctional devices and Group 2 is for all other office equipment maintenance and repair services.

Vendor	Authorized Groups
1. Canon Business Solutions Inc.	Group 1
2. Electronic Risk Consultants, Inc.	Group 1 and 2
3. EvolvTec dba BLM Technologies of FL	Group 1 and 2
4. OfficeStoreDepot.com, Inc.	Group 1 and 2
5. PC Solutions & Integration Inc	Group 1 and 2
6. Ricoh USA, Inc.	Group 1 and 2

### PART #2: CONTRACT INFORMATION

#### CONTRACT ROADMAP INSTRUCTIONS

Each solicitation shall be consistent with AO No.3-38, "Master Procurement Administrative Order" and the terms and conditions outlined within Contract No. 9796-1/24.

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### **Applicable Ordinances**

Local Preference, Cone of Silence, User Access Program, & Inspector General Ordinances shall be applicable to each RFQ solicitation issued under this contract. Funding sources exempted from any of the above mentioned ordinances need to clearly articulate within the RFQ that the program fees are not applicable.

### **Local Preference Consideration**

The evaluation of competitive solicitations is subject to Section 2-8.5 of the Miami-Dade County Code, which, except where contrary to federal and state law, or any other funding source requirements, provides that preference be given to local businesses. A local business, for the purposes of this Section, shall be defined as a Proposer which meets all of the following:

1. a business that has a valid occupational license, issued by Miami-Dade County at least one year prior to bid or proposal submission, that is appropriate for the goods, services or construction to be purchased;
2. a business that has physical business address located within the limits of Miami-Dade County from which the vendor operates or performs business (Post Office Boxes are not verifiable and shall not be used for the purpose of establishing said physical address.); and
3. a business that contributes to the economic development and well-being of Miami-Dade County in a verifiable and measurable way. This may include but not be limited to the retention and expansion of employment opportunities and the support and increase in the County's tax base. To satisfy this requirement, the vendor shall affirm in writing its compliance with either of the following objective criteria as of the proposal submission date stated in the solicitation:
  - a. vendor has at least ten (10) permanent full time employees, or part time employees equivalent to 10 FTE ("full-time equivalent" employees working 40 hours per week) that live in Miami-Dade County, or at least 25% of its employees that live in Miami-Dade County, or
  - b. vendor contributes to the County's tax base by paying either real property taxes or tangible personal property taxes to Miami-Dade County, or
  - c. some other verifiable and measurable contribution to the economic development and well-being of Miami-Dade County.

When the above circumstances occur, user departments are to send out a best and final offer request to all bidders remaining in consideration. **FORM C** is to be used for all best and final offers.

Please note that the determination of the responsibility and responsiveness of all vendors that are to be included in the best and final process must take place prior to requesting the BAFO. This is to avoid a situation where a violation of the local preference ordinance to conduct a best and final process could take place. Even if low bidder, a non-responsive local vendor should not be included in this process.

Vendors are eligible for Local Preference if affirmed within the RFQ submittal.

### **Small Business Contract Measures**

A Small Business Enterprise (SBE) bid preference applies to this solicitation.

A 10% percent bid preference shall apply to contracts \$1 million or less and 5% percent on contracts greater than \$1 million. A SBE/Micro Business Enterprise must be certified by the Department of Business Development (DBD) for the type of goods and/or services the Enterprise provides in accordance with the applicable Commodity Code(s) for this solicitation..

The SBE/Micro Business Enterprise must be certified by bid submission deadline, at contract award and for the duration of the contract to remain eligible for the preference.

The 10% SBE preference applies to all RFQ's issued against the contract for solicitations less than \$1 million.

Departments are responsible for verifying eligibility status based on the RFQ submittal submitted in response to the RFQ. Firms are only eligible for the SBD preference if they are certified in the commodities authorized under Contract No. 9796-1/24.

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To verify eligibility, please visit the Small Business Development website: <http://www.miamidade.gov/business/business-certification-programs.asp>

### Insurance Requirements

All awarded vendors under this contract are responsible for maintaining the required insurance coverage's as outlined within Contract No. 9796-1/24 for all work that is to be performed under this contract. Should a vendor's insurance policy lapse during the term of this agreement, the vendor will be suspended from the contract until a new valid insurance certificate is approved by Risk Management. Upon approval, the vendor will be reinstated back onto the contract and allowed to work on County premises.

### PART #3: INSTRUCTIONS FOR EACH SOLICITATION

Contract 9796-1/24 requires each acquisition to go through a competitive, spot market Request for Quotes (RFQ) process. The RFQ shall be written with sufficient detail as to the number of units required in need for maintenance, make and model numbers of equipment, and copy allowances desired. Departments are encouraged to perform a self-audit on existing equipment to analyze and determine the appropriate monthly usage(s) required and to ensure that the vendors can adequately assess and recommended the best equipment maintenance price in response to the RFQ at the lowest price. The method of award shall be based on the lowest vendor for all items in the aggregate unless otherwise specified within the RFQ.

### PRE-QUALIFIED VENDOR CONTACT INFORMATION

Departments are to utilize the below vendor contact information for the issuance of all RFQ's. These contacts listed below are authorized to respond to all County requests and are to be included in each RFQ issued against the contract. Failure to utilize the below contacts for the vendors listed, may result in the cancellation or rejection of a RFQ solicitation. It is highly recommended that the RFQ's be issued via e-mail for tracking and reporting purposes.

Vendor	Contact Name	Phone Number	Fax Number	E-Mail Address
Canon Business Solutions Inc.	Larry King	(954)514-6956	(305) 265-4149	<a href="mailto:lking@solutions.canon.com">lking@solutions.canon.com</a>
Electronic Risk Consultants, Inc.	Jeremiah Harris	(888) 372-1060	(908) 823-1060	<a href="mailto:jharris@erc-corp.com">jharris@erc-corp.com</a>
EvolvTec dba BLM Technologies of FL	Jason Dovgin	(954)587-5521 x204	(954) 587-7210	<a href="mailto:jason.dovgin@evolvtec.com">jason.dovgin@evolvtec.com</a>
OfficeStoreDepot.com, Inc.	Anthony McFarve	(866) 637-3019	(800) 807-8143	<a href="mailto:sales@officestoredepot.com">sales@officestoredepot.com</a>
PC Solutions & Integration	David Rudnick	(305)667-0633	(305) 667-0618	<a href="mailto:david@pcsolutions-usa.com">david@pcsolutions-usa.com</a>
Ricoh USA, Inc.	Ralph Gonzalez	(786)388-3880	(305) 388-3898	<a href="mailto:Ralph.Gonzalez@ricoh-usa.com">Ralph.Gonzalez@ricoh-usa.com</a>

### RFQ STEPS FOR OBTAINING EQUIPMENT PURCHASES, LEASES, & ASSOCIATED MAINTENANCE

1. Determine the Multifunctional Device Maintenance (MFD) specifications required for both operations and technology needs, this should be provided to the vendor since it will determine the maintenance costs. Consider the following information:
  - a. Required Quantity

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- b. Black & White (monochrome) or Color Machines
  - c. Minimum Pages Per Minute (PPM)
  - d. Monthly volume Black & White (monochrome) copies required
  - e. Monthly volume color copies (if applicable) required
  - f. Equipment Features (fax, network scanning, document finisher, stapler, etc....)
2. Complete a MFD needs assessment. *(Please see attached assessment form)*
3. Complete the RFQ form and detailed MFD specifications for the required equipment.
4. Upon completion of the RFQ form and a detailed MFD specifications document, the RFQ is to be sent to all pre-qualified vendors under this Contract. It is highly recommended that departments verify with the vendor listing within ADPICS or the BTS System ensuring that the award sheet is current as new vendors may be added at any time.
5. Upon the issuance of an RFQ by the County, Section 2-11.1(t) of the County Code (Cone of Silence) applies to the process.
6. Upon the close of the RFQ, the bidder responses shall be reviewed and tallied. The department will tally the results of the responses and identify the vendor who provides the lowest aggregate price. The aggregate price is the sum of the monthly lease payment plus the monthly maintenance payment multiplied by the lease term. The extended total is the evaluated price.
7. A copy of all the quotes received and associated tally must be provided to the Procurement Contracting Officer for review and release of allocation for the lease term.

**Options to consider for RFQ:** Copy allowances per MFD unit can be calculated in several ways. They are copy allowance fees are typically billed based on the following options:

- Cost per Impression (cost per copy) per MFD
- Copy Allowance Per MFD per Month/Quarter
- Copy Allowance Pool for Several MFD Devices

As part of the RFQ preparation and needs assessment it is recommended that you clearly indicate the type of copy allowance/impression pricing required for the new lease. *(Note: Color machines are billed with two separate impressions: one for black & white impressions and one for color impressions. This needs to be factored into the RFQ estimates).*

**The below examples are provided for reference:**

Cost per Impression: Quarterly Cost per Impression Pricing is 0.0093 and the department made 25,368 impressions (copies and prints combined) in a quarter (8,456 a month). The quarterly maintenance invoice would be \$235.92 ( $0.0093 \times 25,368 = \$235.92$ ). The quarterly invoice will always fluctuate and the department will only pay for what is used.

Allowable Volume or Copies Included: The total number of copies allowed for the quarter is 30,000 (10,000 a month). The Quarterly Cost per Impression Pricing is 0.0093 and the department made 25,368 impressions (copies and prints combined). The quarterly maintenance invoice would be \$279.00 ( $0.0093 \times 30,000 = \$279.00$ ). This offers a fixed monthly maintenance price, but the department would still have to pay for any of the un-used impressions. Also should the department exceed the allowable volume, the department would be invoiced for each impression in excess of the allowable volume. The rate will be the same as the Quarterly Cost per Impression Rate.

***Prior to Award***

**Prior to making an award under this pool, departments are reminded to:**

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- Obtain a signed Collusion Affidavit from the vendor to be recommended for award.
- Check that the recommended vendor is responsible; including checking the Pre-Award Vendor Website at <http://intra.miamidade.gov/procurement/vendor-compliance.asp>. Department may want to include a check of the vendor's performance history in BTS. (Go to Vendors Home Page, click on Registered Vendors, locate the vendor, in that vendor's profile, and click on the Non.Perf.Hist. button.)
- In your notice to participants of the of the quote results, copy the Clerk of the Board (clerkbcc@miamidade.gov) and include language advising the vendor that the Cone of Silence is lifted.

(sample language - In accordance with the referenced solicitation, and Section 2-8.4 of the Code of Miami-Dade County, you are hereby notified that the \_\_\_\_ department, recommends award of this quote to: \_\_\_\_\_. Our provision of this notice also serves to confirm the lifting of the Cone of Silence from this procurement action as dictated by Section 2-11.1(t) of the County Code.)

- Allow a three business day protest period, beginning the day after the award recommendation is posted with the Clerk and notification is sent to all participants.

### **USER DEPARTMENT RESPONSIBILITY**

It is the responsibility of the user Department Director to ensure compliance with the above-mentioned procedures. Purchases under this contract will be subject to random review or audit by County authorities, including the Internal Services Department, Audit and Management, and the Office of the Inspector General.

### **METHOD OF AWARD**

RFQ's may be awarded to the vendors with the lowest price in the aggregate, per-group, or in a per-item basis. Departments must clearly identify the Method of Award within all RFQ's issued under this contract.

### **RECORD RETENTION**

For each purchase order issued under this contract, the user department shall maintain a record of the purchase including: market research performed, all quotes sought, all quotes obtained, required exception forms, any and any other documentation supporting each purchase to ensure compliance and to establish the necessary accountability for audit. The record shall be maintained by the user department in a location (either electronic or paper) easily accessible for review or audit in accordance with the County Records Retention regulations.

# **SAMPLES & MFD NEEDS ASSESSMENT**



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FORM C

**THIS IS NOT  
AN ORDER**

**LOCAL PREFERENCE – BEST AND FINAL**

**NOTE: THIS FORM IS TO BE PLACED ON YOUR DEPARTMENT'S LETTERHEAD**

Date

Re: Your submittal regarding Request for Quote #:  
Contract No. 9796-1/24  
Specific Item and Description: (see attached)  
Lowest Unit Price Bid: \$  
Date of Initial RFQ Opening:

Dear Vendors:

The referenced item is impacted by the Code of Miami-Dade County, Chapter 2, Article I, Section 2-8.5, which allows for preference to local businesses on County contracts.

Pursuant to Section 2-8.5 of the Miami-Dade County Code, which allows for preference to local business on County contracts, your firm is hereby provided the opportunity to submit a best and final offer under the above cited Request for Quote. Any best and final pricing submitted by your firm must be equal to or lower than the pricing your firm originally bid.

Should your firm decide to participate in this process, you must use the enclosed "Best and Final Bid Submittal Forms". The completed "Best and Final Bid Submittal Forms" must be submitted in via e-mail with the name of your firm and the above-cited Request for Quote number; and must be received at the Department of **INSERT USER DEPARTMENT NAME HERE** by the time and date indicated below. If no response from your firm is received, we will complete our award evaluation based on the initial pricing submitted by your firm.

We appreciate your interest in this procurement action; and look forward to your continued participation in this, and any future solicitations.

All Best and Final Offers are due to later than **INSERT DATE & TIME** via e-mail to **INSERT CONTACT NAME**, or via fax **INSERT FAX NUMBER**.

Sincerely,

**CONTACT NAME**  
**DEPARTMENT**

Distribution List:

Non-Local Lowest Bidder; Miami-Dade and Broward vendors within 10% of lowest initial bid (with any verified bid preference applied)

cc: Clerk of the Board

# **Multifunctional Device Needs Assessment Checklist**

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### General Information

Current multifunctional device (MFD) Quantity:					
Current MFD Location(s):					
Was the MFD Purchased?	Yes	No			
Was the MFD(s) leased?	Yes	No			
If yes, when does current Lease Term(s) Expire:					
Current Monthly MFD (s) Payment					
Current MFD(s) Copier Speed:					
Current Copy Allowance(s) per Month:					
Black and White					
Color					
Is the current payment inclusive of Maintenance?	Yes	No			
If no, what is the current maintenance cost for the MFD(s)?					
Current Copy Overage Charge(s)?					
Black and White					
Color					
Do you want to trade your current copier?	Yes	No			
Is your current copier networked?	Yes	No			
Do you fax with your current copier?	Yes	No			
Do you use your current copier for scanning?	Yes	No			
Do you require the vendor to pickup and return the MFD(s) as part of the delivery of new MFD equipment?	Yes	No			

### MFD Requirements

MFD Quantity Required:					
Lease or Purchase?					
If lease, for how long?	12 month	24 Month	36 month	48 month	60 month
Type of Lease:	Straight Lease	Fair Market Value	\$1 Out	10%	
Copier Speed Required:					
Monthly Copy Allowance Required:					
Black and White					
Color					
Cost Per Copy?	Yes	No			
If yes, for how many machines and at what volume?					
Black and White					
Color					
Copy Pool Allowance?	Yes	No			
If yes, for how many machines and at what volume?					
Black and White					
Color					
How many people will be using the MFD?					

### MFD Options

Will the new MFD be placed onto the network?	Yes	No			
Will the new MFD be used to fax?	Yes	No			
Will the new MFD be used for scanning?	Yes	No			
Will the new MFD be used for double-sided printing?	Yes	No			
Will the new MFD be used to compile and print large documents with various paper sizes?	Yes	No			
If yes, what type of paper sizes are required?	8.5 x 11	8.5 x 14	11 x 17	Other	
Will the new MFD require a large capacity paper tray?	Yes	No			
Will the new MFD require a 3 hole puncher	Yes	No			
Will the new MFD require a finisher?	Yes	No			
Will the new MFD be required to staple and collate?	Yes	No			
Will the new MFD require post scripts?	Yes	No			
Will the new MFD require hard drive security?	Yes	No			